



CORRECTIONS AND REHABILITATION, DEPARTMENT OF CAREER EXECUTIVE ASSIGNMENT EXAMINATION ANNOUNCEMENT

California State Government supports equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age, sexual orientation, medical condition or pregnancy. It is an objective of the State of California to achieve a drug-free work place. Any applicant for state employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the State, the rules governing Civil Service, and the special trust placed in public servants.

DEPARTMENT:	CORRECTIONS AND REHABILITATION, DEPARTMENT OF	RELEASE DATE:	Thursday, January 8, 2009
POSITION TITLE:	Chief, Court Compliance	FINAL FILING DATE:	Thursday, January 22, 2009
CEA LEVEL:	CEA 3	EXTENDED FINAL FILING DATE:	
SALARY RANGE:	\$ 8,594.00 - \$ 9,476.00 / Month	BULLETIN ID:	12312008_2

POSITION DESCRIPTION

PENDING CONTROL AGENCY APPROVAL

Under the general direction of the Chief Deputy Secretary, Division of Juvenile Justice, Department of Corrections and Rehabilitation, the Chief, Court Compliance, manages and directs the high level multi-disciplinary teams to ensure and carry out mandated court orders; ensures implementation of the six remedial plans to comply with the Farrell Consent Decree and to implement the new and enhanced processes and procedures to ensure constitutional due process as outlined in the LH v. Schwarzenegger (L.H.) settlement agreement. The position works with internal/external stakeholders, control agencies, and contractors to mitigate project risks and ensure timely completion of the project. Responsible for ensuring specification compliance by the selected contractor, all due dates are met, budgetary constraints are followed, problems are identified/resolved, and that effective change management is taking place throughout the implementation phase by monitoring staff acceptance.

DUTIES INCLUDE, BUT ARE NOT LIMITED TO:

Develops and implements departmental policies to ensure compliance with mandated court orders; assists in the development and implementation of policies necessary for compliance with the implementation of the six remedial plans; monitors and supports field staff implementation of the quality assurance and improvement program; and monitors site compliance with the remedial plans. Develops and implements specific policies and procedures that will ensure continuous compliance with all the requirements of the L.H. injunction; manages and directs remedial plan implementation staff in sound project planning methodology to ensure adequate consideration is given to task dependencies and available resources for timely implementation; develops corrective action processes to resolve deficiencies; and monitors revised remedial plan deadlines for select standards and criteria to ensure anticipated compliance with court mandates.

Develops, implements, and administers site-based departmental programs for quality assurance and quality improvement to ensure daily operational compliance with the remedial plans. Provides frequent compliance reporting and active case management. Ensures the list of audit criteria is provided regularly to the court as requested in monitoring DJJ's compliance. Ensures compliance by the selected contractor.

Represents the Division of Juvenile Justice (DJJ) in Remedial Plan implementation matters with the Special Master, Prison Law Office, Office of the Attorney General, Alameda County Superior Court, plaintiff's attorneys, Legislators, community organizations, juvenile justice advocates, and local public and private agencies.

Serves as a member of the Division of Juvenile Justice executive management team.

MINIMUM QUALIFICATIONS

Applicants must meet the following minimum qualifications:

Either I

Must be a State civil service employee with permanent civil service status or who previously had permanent status in the State civil service.

Or II

Must be a current or former employee of the Legislature, with two or more consecutive years as defined in Government code § 18990.

Or III

Must be a current or former non-elected exempt employee of the Executive Branch with two or more consecutive years (excluding those positions for which salaries are set by statute) as defined in Government Code § 18992.

Or IV

Must be a person retired from the United States military, honorably discharged from active military duty with a service-connected disability, or honorably discharged from active duty as defined in Government Code § 18991.

KNOWLEDGE AND ABILITIES

Applicants must demonstrate the ability to perform high administrative and policy – influencing functions effectively. Such overall ability requires possession of most of the following more specific knowledge and abilities:

(1) Knowledge of the organization and functions of California State Government including the organization and practices of the Legislature and the Executive Branch; principles, practices, and trends of public administration, organization, and management; techniques of organizing and motivating groups; program development and evaluation; methods of administrative problem solving; principles and practices of policy formulation and development; and personnel management techniques; the department's or agency's Equal Employment Opportunity Program objectives; and a manager's role in the Equal Employment Opportunity Program.

(2) Ability to plan, organize, and direct the work of multidisciplinary professional and

administrative staff; analyze administrative policies, organization, procedures and practices; integrate the activities of a diverse program to attain common goals; gain the confidence and support of top level administrators and advise them on a wide range of administrative matters; develop cooperative working relationships with representatives of all levels of government, the public, and the Legislature and Executive branches; analyze complex problems and recommend effective courses of action; and prepare and review reports; and effectively contribute to the department's or agency's Equal Employment Opportunity objectives.

These knowledge and abilities are expected to be obtained from the following kinds of experience with substantial participation in the formulation, operation and/or evaluation of program policies (experience may have been paid or volunteer; in State service, other government settings, or in a private organization):

CEA Level 1. Supervisory/administrative experience in a line or staff activity, including the execution and/or evaluation of program policies.

CEA Levels 2 and 3. Broad administrative or program manager experience with substantial participation in the formulation, operation, and/or evaluation of program policies.

CEA Levels 4 and 5. Extensive managerial and program administrative experience which has included substantial responsibility for a combination of management functions such as program planning; policy formulation; organization coordination and control; and fiscal and personnel management. Where high technical professional qualifications are of primary importance in performing the duties of a given CEA position, then the above required experience may have been in a staff capacity exercising professional skills to influence and contribute to program, policy, and methods of providing those professional services. Primary examples are medical doctors and attorneys.

EXAMINATION INFORMATION

A minimum rating of 70% must be attained to obtain list eligibility. Hiring interviews may be conducted with the most qualified candidates. All candidates will receive written notification of their examination results. The result of this examination will be used only to fill the position of **Chief, Court Compliance**, with the **CORRECTIONS AND REHABILITATION, DEPARTMENT OF**. Applications will be retained for twelve months.

The results of this examination will be used only to fill this position.

A preliminary screening of all applications will occur immediately following the final filing date. Candidates with the most desirable qualifications will be scheduled for an interview.

FILING INSTRUCTIONS

Interested applicants must submit:

- A completed Standard State Application (Form 678).
- Resume including employment dates, titles, and duties.

Applications must be submitted by the final filing date to:

CORRECTIONS AND REHABILITATION, DEPARTMENT OF , Executive Recruitment and
Appointments

1515 S Street, #108N, sacramento, CA 95811
Xina Bolden | 916 327-8028 | xina.bolden@cdcr.ca.gov

ADDITIONAL INFORMATION

* The monthly salary of \$8,594 - \$9,476 may or may not include a pay differential. The amount of the pay differential is not subject to CalPERS retirement provisions during the first 12-consecutive pay periods of employment. The pay differential will become subject to CalPERS retirement provisions beginning the 13th month of consecutive employment.

SPECIAL TESTING

If you have a disability and need special testing arrangements, mark the appropriate box in Part 2 of the "Examination Application." You will be contacted to make specific arrangements.

GENERAL INFORMATION

If you meet the requirements stated in this bulletin, you may take this examination, which is competitive. Possession of the entrance requirements does not assure a place on the eligible list. Your performance in the examination described on this bulletin will be compared with the performance of others who take this test, and all candidates who pass will be ranked according to their scores.

The CORRECTIONS AND REHABILITATION, DEPARTMENT OF reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service law and rules and all competitors will be notified.

General Qualifications: Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others.

Class specs: <http://www.dpa.ca.gov/textdocs/specs/s7/s7500.txt>